



ASSET RECOVERY
BUREAU

Malta

**Request for Quotations for the provision of Procurement Services to the
Asset Recovery Bureau.**

[ARB/67/2020]

Published on 29/12/2020
Closing on 11/01/2021 at noon

Nomenclatures denoting the male gender include also the female gender.

1. Introduction

1.1. The Asset Recovery Bureau (hereinafter referred to as the ARB) is a public entity established under subsidiary legislation 9.23, known as the Asset Recovery Bureau Regulations.

1.2. The Asset Recovery Bureau (ARB) invites competent persons (hereinafter referred to as the Service Provider) to express their interest to deliver procurement services (hereinafter referred to as the Service) in conjunction with activities carried out by the ARB, in particular the construction of the Asset Recovery Facilities (hereinafter referred to as the Project) following the adjudication of the initial tender with reference MJEG/MPU/78/2020 Part 1.

2. Duties

The Service Provider must:

2.1. Provide advice and support for the drafting, formulation and submission of tender document/s on time as indicated by the ARB, whilst ensuring confidentiality of sensitive information at all times. The service provider should be in a position, to assist the ARB with the drafting of replies to clarification letters, the organisation of the Tender Opening Sessions, evaluation committee and may also be requested to act as an external expert on the evaluation board.

2.2. Provide technical assistance, whenever requested to the ARB Staff working on public procurement.

2.3. The Service Provider may be required to liaison further with the Department of Contracts or the Ministerial Procurement Unit, following a request by the designated officer from ARB.

3. Terms and Conditions

- 3.1. ARB shall pay the Service Provider an hourly rate up to the maximum budget of €2, 500 excl. VAT.
- 3.2. The Service Provider is expected to be available on request according to the exigencies of the ARB.
- 3.3. Service is to commence within 24hrs from request for service, which shall also include a deadline for completion of works. Instructions shall be delivered through email.
- 3.4. The Service Provider shall not charge the ARB for any meetings/briefing sessions that shall be carried out in preparation for the commencement of each assignment.
- 3.5. Only the selected person may work on the Service. No task, or part of, may be subcontracted or reassigned to subordinates without the consent of the ARB.
- 3.6. The ARB shall hold the right to terminate this contract at any given time without the need for any justifications.
- 3.7. A commitment with the selected Service Provider will come about only when an agreement with the successful Service Provider will be signed.
- 3.8. The agreement shall be subject to renewal as long as funds are available or according to the exigencies of ARB,
- 3.9. By submitting their applications, interested Service Providers are accepting that this procedure is regulated by Maltese Law, and are deemed to be aware of all relevant laws; acts and regulations of Malta that may in any way affect or govern the operations and activities covered by the procedure.
- 3.10. Applicants shall bear all costs associated with the preparation and submission of their application. The Asset Recovery Bureau shall not reimburse any fee associated with the preparation of the application in the event that any or all application/s is/are rejected.
- 3.11. Any attempt by an interested Service Provider to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluators during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of his/her application and may result in administrative penalties.
- 3.12. When submitting an application, the applicant is declaring that s/he is not affected by any potential conflict of interest.
- 3.13. The ARB reserves the right to cancel this Request for Quotations and reject all applications that had been received and also reserves the right to initiate a new Expression of Interest.

4. Payments

- 4.1. The Service Provider needs to be in possession of a valid VAT number.
- 4.2. Every invoice presented to the ARB should contain an Invoice date, Invoice number, the Service Provider's general details; a description of when and the Service carried out, the amount in Euro (net of Vat), and the VAT Component together with the total due.
- 4.3. Invoices are to be issued monthly.
- 4.4. The ARB will effect payments withing 30 days of receipt of invoice.
- 4.5. All invoices issued should be conformant with the VAT Act (Chapter 406 of the laws of Malta).

5. Eligibility Requirements

- 5.1. By the closing date and time of this Expression of Interest, Interested parties must;
 - 5.1.1. At least be in possession of a recognised Bachelor's qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent, with regard to programmes commencing as from October 2003) in Procurement, Finance, Accounts, Management, Administration, Public Administration or a comparable professional qualification.
 - 5.1.2. Demonstrate at least five years experience in Public Procurement by providing a list of tenders prepared in the last five years. Such list should contain, name of Contracting Authority, type of tender, estimated value and date of award. Must be well versed and registered under E-PPS. Interested candidates are to provide proof of such access
 - 5.1.3. Excellent written and verbal communication skills in both Maltese and English.
 - 5.1.4. A clean and recent police conduct
 - 5.1.5 Demonstrate the ability to operate IT software Systems, including the e-procurement portal (ePPS), used for the management of calls for tenders and reporting of public procurement.

6. Selection and Award Requirements

- 6.1. In order to be considered eligible for the award of the contract, economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder.
- 6.2. Eligible Service Providers will be assessed by a selected board to determine their suitability for such service on the following criteria: -
 - Related knowledge 30%
 - Related experience for the requirements of the Project 30%
 - Financial offer/hour 40%
- 6.3. The maximum mark for this selection process is one hundred (100) and the pass mark is sixty (60).

7. Award Criteria

7.1. The sole award criterion will be the price. The contract will be awarded to the tenderer submitting the cheapest priced offer satisfying the administrative and technical criteria.

8. Submission

8.1. Interested parties are to submit their offer using the format identified in Annex I of this Request for Quotations and provide the following documentation;

8.1.1. Covering Letter accompanied by Annex I (set hereunder);

8.1.2. Curriculum Vitae;

8.1.3. Copy of qualifications;

8.1.4. Clean Police Conduct not older than 6 months from date of issue;

8.1.5 List of tenders over the last 5 years as per 5.1.2. above.;

8.2. The Request for Quotations including all documents should reach the Bureau, electronically on the following email address: finadmin.arb@gov.mt by not later than noon of 11/01/2021. Applications will be acknowledged by reply e-mail.

8.3. Late applications may not be considered.



Annex I – Submission Table

ARB/67/2020

<u>General Details</u>	
Name and Surname of Service Provider:	
Legal representative/s (if applicable)	
Address:	
Email Address:	
Contact No. (Mob):	
Website (if applicable):	
VAT Registration No.:	
ID Card No.:	

<u>Fixed Hourly Rate (in Euro, up to two decimal places, excluding VAT)</u>		
Hourly rate in Euro	€	Applicable VAT % charged
		%

Date: _____

Signature: _____

Please tick:

By signing this form, I hereby declare that I do not fall under any of the grounds listed under Part VI of LN 352/2016. I also declare that by signing this form I have read, understood and agreed to abide to the Duties in Section 2 and Terms and Conditions in Section 3 of this Request for Quotations.